



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #3 - Equal Opportunity (EO)/Equal Employment Opportunity (EEO)/Complaint Procedures

1. **PURPOSE:** This memorandum establishes policy for Equal Opportunity (EO) and Equal Employment Opportunity (EEO) within the 442d Signal Battalion and provides procedures for submitting equal opportunity complaints if necessary. This policy applies to all Soldiers and civilians assigned or attached to the battalion.
2. It is the goal of this command to establish and maintain a workplace free from unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, or national origin. To ensure this goal, the following equal opportunity rights are established:
 - a. It is every Soldier's and civilian's right to be provided an equal opportunity in all matters. Everyone will be treated with dignity and respect.
 - b. It is every Soldier's and civilian's duty to ensure the fair treatment of all individuals.
3. In the event that Soldiers, civilians and family members feel that they have been discriminated against or treated unfairly, they have the right to:
 - a. Present a complaint to the command without fear of intimidation, reprisal or harassment.
 - b. Use my open door policy to immediately inform me of the complaint.
 - c. Receive assistance in submitting a complaint.
 - d. Receive training on the Army's Equal Opportunity complaint and appeals process.
4. Individuals are responsible for submitting only legitimate complaints and exercising caution against unfounded or reckless charges.
5. Commanders will take appropriate action to prevent incidents of intimidation, harassment, or reprisals against individuals who file an EO or sexual harassment complaint. Should individuals be threatened with such an act, or should an act of reprisal occur, they must report these circumstances to the Inspector General. It is strongly encouraged to simultaneously report such threats or acts of reprisal to the appropriate chain of command. The IG number is 791-4565, and may be used to report threats or acts of reprisal.
6. Processing EO complaints through the company and battalion chain of command is highly encouraged. However, if the individual feels uncomfortable in filing a complaint with the chain of command or should the complaint be against a member of that chain of command, other

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agencies exist to provide assistance. Each of these agencies provides expertise in specific subject areas. Commanders will not prevent individuals from using these channels, which include:

- a. A higher echelon of the individual's chain of command.
- b. The Company, Battalion or Installation Equal Opportunity Advisor(s).
- c. The Inspector General.
- d. The Chaplain.
- e. The Provost Marshal.
- f. Medical agency personnel.
- g. The Staff Judge Advocate.

7. Equal Employment Opportunity (EEO).

a. All persons assigned to the 442d Signal Battalion are guaranteed equal employment opportunity in accordance with their ability and merit standing. No condition with regard to race, color, religion, gender, age, national origin, or, in the case of the civilian work force, physical or mental handicap shall be imposed. I am fully committed to this policy, and I insist upon equality of opportunity and consideration in recruiting, hiring, training, promoting, recognizing, disciplining, and terminating personnel who serve in the Battalion. I charge all commanders, leaders, supervisors, and personnel to be proactive in attitude and actions to ensure that we provide a positive command climate. I expect the chain of command to be responsive to any reports that violate this policy.

b. I intend to ensure the work environment of the Battalion will be one of fair and equal treatment, and an environment where diversity is appreciated. Each of us shares in the responsibility to create this environment, but leaders in particular must actively support the EEO policy and take positive steps to establish and achieve meaningful affirmative employment goals. The success of the civilian EEO Program and our progress toward established goals require the conscious, personal attention of all commanders, managers, and supervisors. This program and its goals are an integral part of my job and are a major responsibility of every leader in this Battalion.

8. EFFECTIVE DATE: This policy replaced Commander's Policy Memorandum #3, dated 9 January 2014.

Ready Rapid Reliable

//ORIGINAL SIGNED//

ERIC A. ANDERSON
LTC, SC
Commanding

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